B2 Business English — 1-to-1 Speaking Worksheet

Effort, Resilience & the First Right Action

Use this worksheet during the 45-minute individual coaching session. Write brief notes, then develop your ideas orally.

1. Warm-up — What Drives Professional Success?

Choose one: **Talent / Effort / Opportunity**. Explain why your choice matters in professional success.

My choice: _____

My main reason: _____

Example: _____

2. Vocabulary in Action

Choose three: **endeavour • resilience • mindset • discipline • capability • explore • master • prioritise • setback • execution**

1. _____	2. _____	3. _____
Workplace example: _____	Workplace example: _____	Workplace example: _____

3. Explore Widely or Focus Narrowly?

Which approach is better for professional development? Explain the trade-off.

Explore widely	**Focus narrowly**
_____ _____ _____ _____	_____ _____ _____ _____
My recommendation: _____ _____	**Counterargument:** _____ _____

4. Resilience Under Pressure

Situation: A small company has lost an important client. Revenue is under pressure, morale is falling and employees are worried about job security.

1. What is your first action?

_____
__
_____
__

2. What information do you need before making major decisions?

_____
__
_____
__

3. How would you communicate with the team?

_____
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_____
__

4. How would you build resilience without creating unrealistic pressure?

_____
__
_____
__

5. Executive Recommendation

Prepare a short recommendation for the CEO. Include all five elements.

1. Immediate action

_____

2. Evidence / information

_____

3. Capability to strengthen

_____

4. Long-term strategy

_____

5. Risk + response

_____

6. Functional Language Bank

Priorities: “The first action I would prioritise is…” • “Rather than trying to solve everything at once, I would…” • “The most urgent issue is…, while the long-term issue is…”

Setbacks: “The project experienced a setback when…” • “We need to distinguish between a temporary setback and a fundamental failure.” • “The best way to recover would be to…”

Advice: “A realistic first step would be…” • “It might help to explore several options before committing to one.” • “The manager should create conditions in which people can learn from mistakes.”

7. Final Action Plan

My current professional challenge is…

_____
__
_____
__

The first right action I can take is…

_____
__
_____
__

The capability I need to strengthen is…

_____
__
_____
__

One setback I can learn from is…

_____
__
_____
__

I will take the first action by…

_____
__
_____
__

8. 30-Second Speaking Checklist

- ■ use at least five target vocabulary items
- ■ identify one immediate action and one long-term strategy
- ■ distinguish exploration from commitment
- ■ acknowledge the setback without becoming overly negative
- ■ explain how you would measure progress

Exit question: What is one professional goal you want to achieve, and what is the first right action you will take?